



**COMPLAINT OF
UNACCEPTABLE PROFESSIONAL CONDUCT / SERIOUS PROFESSIONAL INCOMPETENCE
REGARDING A PERSON REGISTERED
WITH THE EDUCATION WORKFORCE COUNCIL (EWC)**

Please complete in **block capitals**

If you wish to complain about more than one registered person, please use a separate form for each

The Education Workforce Council, Fitness to Practise Team,
9th floor, Eastgate House, Newport Road, Cardiff, CF24 0AB
Tel: 029 2046 0099; Fax: 029 2047 5850; e-mail: fitnesstopractise@ewc.wales

1. YOUR DETAILS

Name

Address

Post Code

Telephone No.

2. REGISTERED PERSON DETAILS – the person you are complaining about

Name and
position:

Name of
employer/
agent:

Address of
employer/
agent:

Post Code:

3. EVIDENCE YOU HAVE MADE THE SAME COMPLAINT TO THE EMPLOYER OR AGENT

THE EWC WILL ONLY ACCEPT YOUR COMPLAINT IF:

- (1) You have made **exactly the same** complaint in writing to the registered person's employer or agent
- (2) You have received a written response to your complaint from the registered person's employer or agent as a result of their investigation of it
- (3) You provide evidence in writing of both the complaint you made, and the outcome of the employer or agent's investigation of that complaint

If you have not reported this complaint to the employer or agent of the registered person you are complaining about, you will need to do so FIRST before approaching the EWC.

4. YOUR COMPLAINT

You **must** complete the table below in order to submit your complaint.

Your evidence to support your complaint **must** be numbered and referenced below.

If what you say here does not reflect the complaint you made to the registered person's employer or agent, or you do not adequately summarise your complaint, the EWC I will **not** accept it. You will need to be clear what it is you would like the EWC to investigate or it will be unable to do so.

Allegation	Evidence the <u>same</u> complaint has been made to the employer/agent is at page....	Evidence the employer/agent has responded to the complaint is at page....
1.		
2.		
3.		
4.		
5.		
6.		
7.		

5. YOUR DECLARATION

- I have read and understood the contents of the explanatory letter and/or leaflet from the EWC which accompanies this form.
- I wish the EWC to consider this complaint, the details of which are set out above.
- I understand that a copy of this form and any correspondence or documentation I enclose may be disclosed to the registered person against whom I am making the complaint, and the current or previous employer or agent, and I consent to this disclosure.
- I confirm that I have obtained any necessary permission from third parties for such correspondence and documentation to be disclosed.
- I understand I may be required to attend a Fitness to Practise Committee of the EWC to give evidence.
- I confirm that, to the best of my knowledge and belief, the contents of this form are true.

SIGNED

DATE